

Onboarding Tasks/Documents

- **National Guard Onboarding for New Employees (PERM/INDEF) or Transfer from another Agency**
 - Finance Packet – emailed to new hire (in-processing checklist, statement of Understanding, Direct Deposit Form, W4, include voided check or screenshot of bank account & routing number)
 - Army or Air Force – Finance Packet (Document Upload)
 - Complete Form I-9
 - Upload Form I-9 Documents (driver's license, etc...) for E-Verify Purposes
 - Complete Form OF 306 (digital or wet signature authorized)
 - Upload Form OF 306 with 1st Signature (Block 17a)
 - Complete Form SF 1152
 - Upload Form SF 1152 – For virtual attendees only
 - Complete Form SF 61 – Remove tasks after downloading
 - Complete Form SF 181
 - Complete Form SF 256
 - Complete Form SF 2823
 - Complete Form SF 3102
 - WA-Complete form SF 144
 - WA-SF 144 Supporting Documentation (DD214 or SF50)
 - Complete USAS PSR-1: Personnel System Record Creation Form
 - WANG Affiliation Supporting Documentation – only for T32 that we can't determine is a current member
 - Obtain and Submit Fingerprints – for T5 new to the agency, security manager will facilitate
 - New Hire Questionnaire
- **Current Agency Employee (Promotion, reassignment, conversion from INDEF to PERM)**
 - Employee Questionnaire
 - Complete USAS PSR-1: Personnel System Record Creation Form

- **Onboarding for new TEMP Employees**
 - Finance Packet – emailed to new hire (in-processing checklist, statement of Understanding, Direct Deposit Form, W4, include voided check or screenshot of bank account & routing number)
 - Army or Air Force – Finance Packet (Document Upload)
 - Complete Form I-9
 - Upload Form I-9 Documents (driver's license, etc...) for E-Verify Purposes
 - Complete Form OF 306 (digital or wet signature authorized)
 - Upload Form OF 306 with 1st Signature (Block 17a)
 - Complete Form SF 1152
 - Upload Form SF 1152
 - Complete Form SF 61
 - Complete Form SF 181
 - Complete Form SF 256
 - WA-Complete form SF 144
 - WA-SF 144 Supporting Documentation (DD214 or SF50)
 - Complete USAS PSR-1: Personnel System Record Creation Form
 - New Hire Questionnaire
- **TEMP converting to INDEF/PERM**
 - Employee Questionnaire
 - Complete USAS PSR-1: Personnel System Record Creation Form
 - Complete Form SF 2823
 - Complete Form SF 3102
- Every employee starting a new position will be required to accept a tentative and official Job offer
- Everything will be processed through USAStaffing/USAJobs
- In-person attendees will wet sign SF61, SF1152, SF2823, SF3102
- Virtual attendees will print and sign, then upload same forms